

University of Rochester
Central Utilities
Contractor Supplemental General Requirements
Rev. 2, September 27, 2017

[University of Rochester CU Contractor Gen Requirements.pdf](#)

These supplemental requirements apply to all work performed by contractors for Central Utilities and Energy Management group, University of Rochester. The contractor shall also comply with all University Terms and Conditions as referenced on the University Purchase Order and performance of work as defined in the applicable project plans and specifications.

Safety and General Conditions:

1. The contractor is responsible for the safety and training of their employees and their sub-contractors. They shall provide their safety manual to the Owner prior to any work starting.
2. Contractors must present their OSHA 30 hour and 10 hour training certification when asked.
3. The contractor must obtain a hot work permit from the University Environmental Health and Safety group and staff needs to take the University training before any welding, soldering or other 'hot' work occurs. A fire watch and fire extinguishers are required for all hot work. Requests for hot work permits must be 48 hours in advance of work unless it is for an emergency.
4. The contractor cannot tamper with any fire alarm or detection devices.
5. All contracting staff must wear hard hats, eye protection and hearing protection while working in the plant/work site and other personal protective equipment as outlined in the contractor's safety plan.
6. All contractor and subcontractor staff must sign in and sign out at the 2nd floor of Central Utilities daily and wear a visitor ID badge.
7. Contractor must purchase University visitor permits daily and only park in available visitor parking only.
8. Contractor staff must be professional and courteous to all UR employees, students and visitors. Those who do not will be asked to leave the site.
9. When requested contractors working in the CU plant will send a representative to the daily 7:15 AM coordination meeting held in the plant 'break room'.
10. Contractor staff must wear shirts, long pants and appropriate footwear when working on campus and in the central plant.
11. Upon a fire alarm all contractor staff must immediately exit the plant/building and not re-enter until directed by Public Safety or the Fire Marshal.
12. No smoking is allowed on Campus with the exception of designated smoking areas.
13. Contractor must remove all trash daily from the plant/work site.

14. All excavations must be adequately barricaded during non-working hours with construction fence, reflective cones/barrels, jersey barriers and caution tape as required. Flashers and/or temporary site lighting may also be required.
15. Materials to be used on the project cannot be stored on the University site without approval from the Director or Assistant Director-Utilities.
16. Work sites must be cleaned up and organized daily. No construction equipment or materials should block egress paths, stairwells, doorways of access to operating equipment at any time.
17. Contractor shall not connect equipment to campus power, water or any other utility without written approval from Central Utilities. In some cases utility usage will be metered and billed to the contractor unless alternate arrangements were made in advance. For domestic water a tested and approved back flow preventer is required on the supply.
18. Contractor cannot block University Roads or sidewalks without an approved traffic plan.
19. Normal work hours are 7:00 AM to 4:30 PM weekdays. Work outside of these hours by approval of the project manager.
20. All scaffolding and trench shoring systems must be designed and installed by competent firms.
21. Only Central Utilities staff can operate valves, switches, breakers and other devices connected to plant and utility distribution systems.
22. The University is responsible for testing, identifying and abating any asbestos containing materials and lead paint. No suspected asbestos containing materials shall be removed or disturbed without testing by the University EH&S group.
23. If there is a potential for exposure to silica dust, the contractor shall provide a site specific written exposure control plan.
24. The contractor shall perform regular safety inspection by their Safety Director or other qualified individuals.
25. The University reserves the right to stop work due to safety concerns.
26. Contractors shall not prop open any windows or doors in the central plant or in University buildings.
27. A contractor foreman/supervisor must be on site whenever work is being done, including that of sub-contractor.
28. All work shall be performed by licensed individuals in accordance with City of Rochester, County of Monroe and State of New York requirements and regulations.
29. No flammable or combustible materials can be stored in the central plant or University buildings, this includes but is not limited to gasoline, kerosene, propane, diesel fuel, gasoline, etc.
30. Testing of piping with compressed air or gas is prohibited, except for low pressure testing of natural gas lines.
31. Contractor shall secure all equipment and materials located on the University premises with lockable tool boxes or enclosures. The University is not responsible for stolen goods.
32. Contractor shall allow access to the work and cooperation with inspections by the University's third party inspectors and the Contractor correct any work found deficient per the specifications and plans at no additional cost or schedule delay.

Bidding, Purchase Orders and Invoicing:

33. Contractor must follow all project plans and specifications. Any questions must be through written Request for Information (RFI). An RFI log shall be maintained.
34. No work shall begin until a University P.O. is issued.
35. The contractor shall provide a schedule of values before the work begins for Owner's review. Request for payment must be based on percentage complete on each item in the schedule of values.
36. Contractor shall provide a list of labor rates including burden in the event change requests are necessary.
37. All Purchase Orders are issued by the University Purchasing Department. All contractors must be approved vendors with the University and all insurance certificates valid.
38. Any cost changes must be approved in advance by the University project manager in writing.
39. Request for payments must be made monthly on AIA Application and Certification for payment form G702. Forms must be signed, dated and notarized. Retainage of 10% applies unless alternate retainage amount is agreed to prior to the Purchase Order being issued.
40. Invoices to be sent to Materials Management, 390 Elmwood Ave, PO Box 278916, Rochester, NY 14622.
41. University Terms and Conditions as referenced in the Request for Proposal and/or P.O. apply and override all other requirements.
42. On all Purchase Orders, maximum contractor total change order mark up is 15% (10/5), and the prime contractor shall limit their mark up on sub-contractor work to 5%. On change order pricing actual hourly labor rates shall be used.
43. Project management and management time cannot be charged to change orders.
44. Any time extension to complete the work must be noticed to the University prior to the scheduled completion of the work or task, for review and approval by the Owner.
45. Contractor shall notify the Owner in writing when substantial completion of the work is achieved.
46. Final payment will not be made until all project deliverables are made, including O&M manuals, as-built drawings, testing reports and certifications, equipment training and delivery of spare parts and/or tools, if applicable. A minimum of 2% of the PO total amount will be held until all documentation is received.

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